



Grader Operator
PRA 20/24



Grader Operator

PRA 20/24 Permanent, Full Time

The Position:

An excellent opportunity has arisen for a dynamic and experienced qualified candidate to join the Shire of Broome in the role of Grader Operator. This position will report to the Coordinator Works.

The Grader Operator will be responsible for all construction and maintenance activities with the delivery of general grader operations throughout the Shire's road network as directed by the Works Coordinator and Works Supervisor. This includes accountability to ensure the Shire's public roads and infrastructure are maintained to a safe and serviceable condition to guarantee the best possible service delivery to the community.

A full job description is contained within this Job Application for those suitably qualified candidates looking to apply and join the dynamic team here at the Shire of Broome.

The Person We Seek:

The preferred candidate will have a current 'HR' (Heavy Rigid) Class Driver's Licence, White Card (Basic Construction Industry Induction) a minimum of three (3) years experience in heavy grader operation and a working knowledge of road/street construction and municipal activities.

You will also have a sound understanding of Occupational Safety and Health principles and be able to work effectively in a team environment. In addition, you will have the ability to implement and supervise sub-works programs with limited direction.

What the Shire of Broome Offers:

Broome is one of the most stunning places in Australia. It has magnificent beaches and a natural environment that boasts desirable lifestyles, active and dynamic cultural, social and sporting scenes, with all the features and benefits of a small city.

The Shire of Broome offers attractive remuneration including superannuation benefits of up to 21.5%, professional development and salary sacrifice options.

For more information on salary and employment conditions please refer to the Shire of Broome employment page <http://www.broome.wa.gov.au/Home> and view the Job Application Pack.

How to Apply:

Completed Job Applications are to be submitted through Shire's website at <http://www.broome.wa.gov.au/Home>

For more information contact Human Resources on 08 9191 3456 or email to hr@broome.wa.gov.au.

For more information on Broome visit: <http://www.youtube.com/watch?v=QomGobdAv9o> and <https://vimeo.com/125221394>.

Application Deadline:

Applications for this position are to quote **PRA-20/24** and are to be received no later than **4:00 pm Thursday, 1 October 2020**.

Position Details

Grader Operator

Thank you for your enquiry regarding our position advertised. To apply for this position, include all of the following attachments with a copy of your resume:

1. **A Cover Letter** introducing yourself and explaining why you are applying for this position.
2. **Key Selection Criteria**, located on the last page of the Position Description contained within this Job Application package. For further information please see 'Hints for Key Selection Criteria'.
3. **A current resume** with the details of your previous work history, qualifications, and other competencies including knowledge, skills and abilities you think are relevant to the position.
4. **Professional referees**: A minimum of two referees must be obtained from direct reports, being either a supervisor or manager responsible for overseeing the day to day performance of the candidate from the last two employers. The Shire reserves the right to request up to a maximum of two additional reference checks if required.

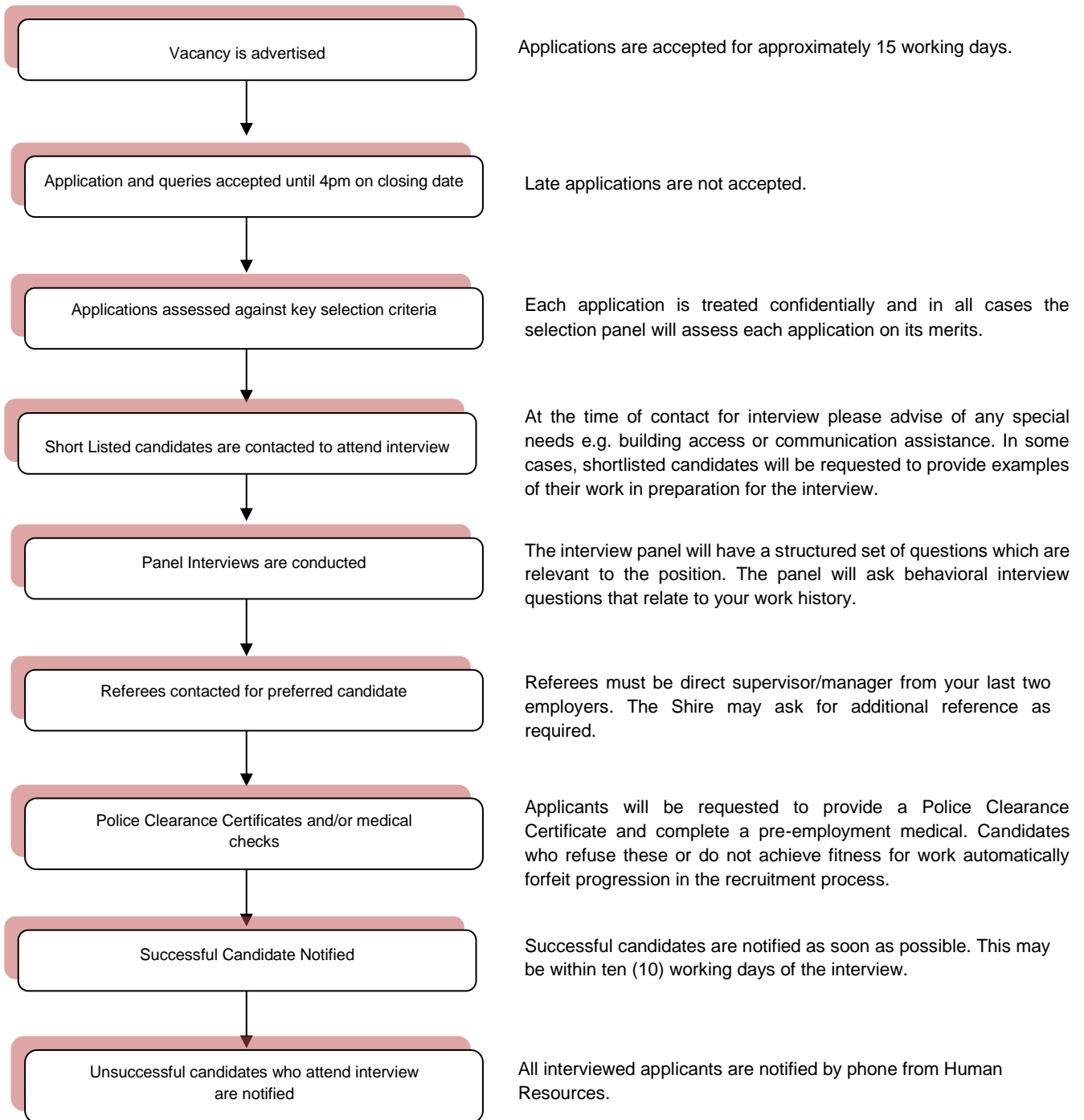
Hints for Key Selection Criteria:

To be considered for an interview, your application must address the Key Selection Criteria. There is no right or wrong way to format your written application however the purpose of the Key Selection Criteria is to identify how well your knowledge, skills and abilities relate to the position. Write your application to address each key selection criteria detailing how your previous employment and qualifications are suitable to the role.

The following information is a guideline to the type of information required in your detailed response:

- Each key selection criteria should comprise of two or three paragraphs to support the details contained in your resume.
- Only include relevant information to reduce non- essential information. Be clear and concise.

The Recruitment/Selection Process



Please note due to the high volume of applications received, only applicants short-listed for interview will be contacted by the Human Resources team. To those applicants not shortlisted, we extend our appreciation for considering The Shire of Broome as a potential employer.

Annual Remuneration Package

Salary Level: 5.1 (Depot Operations)	\$67,750
Broome Allowance:	\$11,196
Industry Allowance	\$1,391
Utilities Assistance	\$1,622
Cash component:	\$81,959
Super: 9.5%	\$7,786
Total Package Value:	\$89,745

Industrial Agreement:

Employment conditions are in accordance with the Shire of Broome Outside Staff Enterprise Bargaining Agreement.

Other Assistance/Allowances:

Additional Assistance and Allowances are extra cash benefits paid to employees in addition to their salary level and forms part of your standard fortnight salary.

Salary Sacrifice Package:

The Shire offers individualised Salary Sacrificing arrangements available through the Salary Packaging Guide.

Hours of Work:

This position is required to work on average 80 hours over a nine day fortnight. The current operating hours are 6:30am to 4:00pm, ordinary hours do not exceed 80 hours per Monday to Friday.

Overtime:

No overtime is payable unless you have prior approval, authorised in writing, from your Manager.

Annual Leave:

Employees will be entitled to six weeks (30 days) annual leave after twelve months continuous service. In addition, a 17.5% loading is paid after twelve months service on four (4) weeks both in proportion to the hours worked.

Personal Leave:

You will be entitled up to fifteen (15) Personal / Carer's leave days per year.

Long Service Leave:

Thirteen (13) weeks after ten (10) years continuous Local Government service, transferable between Local Authorities in Western Australia.

Uniform Policy:

Employees are currently provided with a uniform in accordance with the Shire of Broome Outside Staff Enterprise Agreement.

Superannuation:

Superannuation Guarantee: Council currently contributes 9.5% of fortnightly salary.

Additional contributions (optional):

Council currently contributes up to an additional 6% (to a total of 15.5%) of fortnightly salary when an employee contributes a minimum of 6% of their fortnightly salary. If this option is taken, there is 21.5% contributed to the employee's Superannuation account; 15.5% from the Employer and 6% from the employee.

Probationary Period:

A three-month probationary period is applicable to this position. At the successful completion of this period your continuity will be recommended to the Chief Executive Officer for confirmation. The period of probation can be extended for an additional period of no greater than three months.

Performance Appraisal:

Appraisals are undertaken annually by the Supervisor/Manager.

Police Clearance Certificate:

The preferred applicant for this position will be asked to obtain a National Police Clearance Certificate through WA Police. People with criminal records are not automatically barred from applying for this position. Each application will be considered on its merits. For more information please see a Human Resources Officer at the Shire of Broome.

Pre- Employment Medical:

The preferred applicant for this position will be asked to complete a medical questionnaire and undertake a pre-employment medical examination prior to an offer of employment being confirmed. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to the examination and costs are paid for by the Shire of Broome. Preexisting illnesses will not exclude potential candidates from the recruitment process. For more information please see a Human Resources Officer at the Shire of Broome.

Code of Conduct:

Ensure professional conduct is of the highest standard in accordance with Council's Code of Conduct and policies as adopted and modified from time to time.

Position Description

Position Title:	Grader Operator
Classification:	Level 5 (Operations)
Agreement:	The Shire of Broome Outside Staff Enterprise Agreement
Department:	Works Department
Location:	Depot
Date reviewed:	September 2020
Approved by:	Manager Works

Commitment to the Shire

Our Vision for the Shire of Broome:

A thriving and friendly community that recognises our history and embraces cultural diversity and economic opportunity, whilst nurturing our unique natural and built environment.

Our Mission:

To deliver affordable and quality Local Government services.

Our Values are:

<i>Communication:</i>	Actively consult, engage and communicate with, and on behalf of the community
<i>Integrity:</i>	Be honest, equitable and ethical in all our dealings.
<i>Respect:</i>	Recognise and respect the individual and unique requirements of all people, cultures and groups.
<i>Innovation</i>	Drive change through leadership and energy.
<i>Transparency:</i>	Be open and accountable in all our activities.
<i>Courtesy:</i>	Provide courteous service and helpful solutions.
<i>Code of Conduct:</i>	For Council Members, Committee & Working Group Members and Employees (as amended)

Position Objectives

Objectives of Position

To provide and maintain to a high standard, the Shire public road and public infrastructure in a safe and serviceable condition

Within Section

To operate Shire equipment in the most efficient and effective manner as part of the Works Department team

Within Organisation

To ensure that Councils policies and procedures are adhered to providing the best possible service to Council and the ratepayers

Position Key Responsibilities

Accountability

- Accountable for carrying out construction projects and work programs as applicable without direct supervision
- Accountable for safe and efficient work practices
- Accountable for operation/maintenance and security of Shire equipment and property under direct control

Skills

- Working knowledge of plant and machinery operations, in particular specialist/heavy grader operations
- Developing skills in general Municipal works
- Ability to be part of a team
- Ability to read plans, take basic levels and basic measurements for construction projects
- Ability to gain co-operation of staff, communicate with, identify problems and resolve work conflicts
- Ability to work under direction of Engineering Officers
- Ability to supervise, organise and co-ordinate subordinate staff as required

Knowledge

- Ability to assess and advise on grading techniques and operations
- Developing knowledge of Occupational Health, Safety and Welfare Regulations
- Knowledge of road/street construction and maintenance operations
- Working knowledge of pavement materials and construction techniques

Experience

- At least three years experience in heavy grader operation
- Experience in municipal type operations

- Ability to manage work practices in a healthy, efficient and safe manner

Duties

- To carry out general grader operation throughout the Shire road network for all construction and maintenance activities
- To work as part of a team and with limited supervision
- General maintenance of road reserves when required
- Any other duties as required by Council
- Generally assist in other municipal jobs, operation of other equipment, relief operator as required (commensurate with training and licences held)
- To be responsible for and to operate and maintain in a safe and serviceable condition, all Shire plant and equipment used
- To improve efficiencies on the job
- To keep and maintain records as required by Council
- To construct new road formations, sub-grades, pavements and on and off road drainage systems as required
- To generally maintain all existing road and drain networks as per the maintenance program and Shires Asset Management Plans –
- Stripping, stockpiling and rehabilitation of gravel pits as required
- Preparation and final trim of road pavements and carparks
- To construct and maintain fire access roads as required
- To carry out private works as required under standard Shire policy conditions
- Responsible for efficient co-ordination of other Shire equipment when on any particular project,.

Organisational Responsibilities

Human Resource Management

- When required, relieve positions within the department during periods of absence.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.
- Ensure Annual Performance Review is completed on time and within the bounds of the Shire Performance Review Policy.

Occupational Health & Safety

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current OSH Acts, regulations and Code of Practice.
- Seek guidance for all new or modified work practices to ensure safety is a high priority consideration.
- Not willfully place at risk the health or safety of any person in the workplace.
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the Supervisor.

Compliance

- Ensure compliance with relevant legislation, policies and procedures.
- Ensure all documentation is appropriately recorded and stored.
- Ensure compliance with software licence requirements.
- Ensure compliance with the *State Records Act 2000* by ensuring corporate documents are recorded in the Shire's Record Management System.
- Carry out duties in accordance with the Shire's Code of Conduct, relevant legislation, policies, procedures and guidelines.

Organisational:

- Contributes to the achievements of the Directorate generally.
- To undertake special projects within skill base and qualifications when required.
- Oversee and report on financial and costing reporting as required as part of the budgetary process.
- To contribute to the efficient and effective delivery of Council services.

Organisational Relationship/Context

Reports to:	Works Coordinator and Works Supervisor
Supervises:	N/A
Internal Contacts	Manager Works All staff as required
External Contacts:	Ratepayers General Public
Budget:	N/A
Performance Review:	Probation period – first three months of employment Performance Appraisal conducted annually

Key Selection Criteria

Essential:

- At least 3 years heavy grader operation including final trim for seal work
- Five years experience in municipal activities
- Local knowledge of Broome area and Council procedures
- Willingness and availability to work away during construction season
- Experience in large and small machinery operation
- Accustomed to the Broome weather
- Able to read construction drawings and communicate with others
- Able to work as a team and provide leadership

Qualifications and/or Training:

- Current Heavy Rigid ('HR') Class Western Australian Driver's Licence
- White Card (Basic Construction Industry Induction)

Desirable:

- Experience in other road making equipment
- Demonstrated supervisory skills
- Basic Traffic Management
- Current First Aid Certificate